

CITY OF TUCSON SMALL BUSINESS COMMISSION (SBC)
MINUTES OF THURSDAY, JANUARY 24, 2008

Mayor and Council Chambers
255 W. Alameda – City Hall – 1st Floor
Tucson, Arizona 85701

1. Call to Order / Roll Call

The meeting was called to order at 3:10 pm.

City of Tucson Small Business Commission

Members Present

Robert Baker

Joe Higgins

Katharine Kent, P.E., CEM

Jeff Bales

Marion Hook

Thomas Trondal

Jan Gordley

Lola Kakes

Deb Turner

Members Absent/Excused

Diane Castro

Others Present

Miguel Ortega, Ward 3

Liana Perez, Director of Office of Equal Opportunity Programs

Robert Medler, Tucson Chamber of Commerce

Bonnie Flores, Tucson Chamber of Commerce

Ellen Hitchings, Finance Treasury Administrator

Kathy Maish, Finance Executive Assistant

2. Call to Audience

No Response.

3. Approval of Minutes November 15, 2007

Unanimously approved and accepted. Motion by Lola Kakes, 2nd by Bob Baker.

4. Chair's Report on Current Events

- Vacancies on the Board for Mayor's Office, Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, and Ward 6.
- Sign Code retype to be approved January 18, 2008.
- SBC must operate with transparency, following the open meeting laws. Must improve marketing through the meetings and newsletter.

5. Town Hall for Small Business

- The Town Hall to be held on February 25, 2008, at Council Member Uhlich's Office.
- Jan Gordley responsible for publicity.
- Communications Subcommittee will organize the meeting.
- Possible topics of discussion will be ombudsman and how the City connects with businesses.

6. COT Disparity Study—Liana Perez, Director Equal Opportunity Programs

Liana Perez, Director of Office of Equal Opportunity Programs. She gave an update on the Disparity Study.

7. Update from Communications Subcommittee

Joe Higgins gave update and provided a draft copy of the newsletter provided for SBC review.

- Newsletter to be sent out to databases from various agencies
- Newsletter to be sent out bi-monthly with 5 topics of interest

8. Update from Ombudsman Subcommittee

Lisa Lovalo, chair of the Pima County Small Business Commission, and Joe Higgins met with Joe Snell, TREO, to discuss small business concerns and discuss ombudsman ideas. Development Services was also discussed

9. Update on New Business License Policy and New System

Ellen Hitchings gave an update on TRMS (Tax Revenue Management System):

- Approximately 43,000 license renewal forms were mailed out mid December 2007.
- The new system is currently being tested. The project is on schedule.
- New tax forms will be mailed in April 2008. Business owners will be able to pay taxes and license fees and to file tax returns online.

10. Certificate of Occupancy Update

The draft disclosure ordinance will go before Mayor and Council on February 5, 2008 during the Study Session.

11. Future Agenda Items

- Combining Pima County and City of Tucson Development Services Departments
- Update on New Business License System
- Town Hall Debrief and Future Topics

12. Call to the Audience

No response.

13. Adjournment

Meeting adjourned at 4:39 pm.

NOTE: It is the intent of these meeting minutes to get the general meaning of the discussion, summarize what happened, and record official actions. The minutes are not intended to be a verbatim transcription of all that was said. Audiotapes of the meeting are available for review at City Hall, Finance Department/Treasury Division, 255 West Alameda, 1st Floor West.